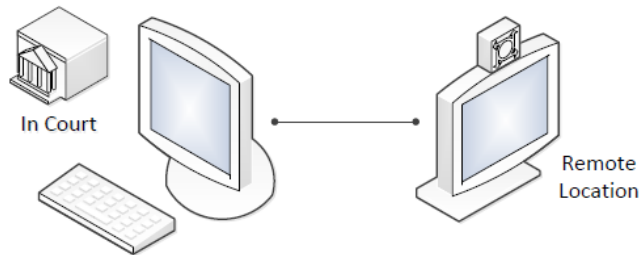




## Video Appearances Packet for Small Claims and Unlawful Detainer Pilot Program - 2020



Placer County Superior Court now offers video appearances for Small Claims and Unlawful Detainer cases. This is an optional service wherein you and/or the other party appear from a remote location using any device capable of capturing and displaying a clear audio and visual stream at a sufficient internet speed.

Use this packet if you are interested in requesting a video appearance in your next hearing. If your question is not addressed, go to the Court's Remote Appearances page at <http://www.placer.courts.ca.gov/RAS.shtml>.

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Ask the clerk or visit the court's website for local form PL-CV012. This must be completed before your hearing. See the chart at the end of this page for required timelines by case type. This form provides the court and the opposing party with the reason you intend to appear by video and includes advisements regarding your video appearances. It is important to know:

SUPERIOR COURT OF THE STATE OF CALIFORNIA, COUNTY OF PLACER ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number, and Address):		FOR COURT
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1. Evidence sharing requires **access to the internet, a telephone number, a fax number, an email address, and a proficiency in technology** to view and/or upload exhibits. If you or the other party are unable to meet these requirements, the court may require you to appear in person. This form helps the court and the other party determine eligibility.

2. You will be asked to list any witnesses who were not subpoenaed and will be appearing by video. If any witnesses are called remotely, the standard fee for witnesses per hearing will apply. **Witnesses who have been subpoenaed are required to appear in person.** See Code of Civil Procedure, section 2064.

3. To appear by video you must be located **indoors with limited background noise and distractions**, and have a **clear audio and video** stream. The court can, at any time, terminate the video because of a delay due to disruption, noise, misconduct, communication problems, technical problems, or another issue. If you are not available when your case is called, the video appearance can be terminated.

4. If the video appearance is terminated, the court may continue the hearing and require a personal appearance for the next hearing. This would require any uploaded exhibits to be brought to the court at the later date.

5. You assume all risks related to your appearance and the use of the court's appearance and evidence system.

6. Photography, recording, and broadcasting, except as provided in Cal. Rules of Court, rule 1.150, is prohibited. The video of your appearance is not recorded or saved by the court.

TELEPHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLACER**

☐ 10820 Justice Center Drive ☐ 2501 N. Lake Blvd.  
 P.O. Box 430073 P.O. Box 5669  
 Roseville, CA 95661-0072 Tahoe City, CA 96145

**PETITIONER:** \_\_\_\_\_  
**RESPONDENT:** \_\_\_\_\_

**NOTICE OF INTENT TO APPEAR BY VIDEO** **CASE NUMBER:** \_\_\_\_\_

**TYPE OF HEARING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_

1. I am the ☐ petitioner ☐ defendant ☐ other (name): \_\_\_\_\_

2. I request the court to allow me to appear by video from the following email address: \_\_\_\_\_

3. I request to appear by video for the following reason: \_\_\_\_\_

4. Evidence sharing online for video appearances is currently allowed in Small Claims and Unlawful Detainer. I understand that I have the opportunity to upload and/or scan exhibits up until one hour before my hearing. I understand that a computer is necessary for this.

5. In some situations, a Temporary Judge or Commissioner will hear a case. Depending on my case type, the court will use a stipulation to the Temporary Judge or Commissioner hearing my case. In these situations, I may receive a Stipulation Request. If I am appearing remotely, I will receive an email from Sign@cvn with the request.

6. I understand that the court, in its discretion, may decide to terminate the video appearance if it determines during the hearing that I am not available at the calendar call or delay due to disruption, noise, misconduct, a communication problem, a technical problem, or other issue.

7. I understand the court may decide at any time to require a personal appearance and continue the hearing.

8. I assume the risk of cost, time, delay, repeated telephone calls, technical failure, a wrong number, and/or other issues that may arise out of this video appearance.

9. I understand that except as provided in California Rules of Court, rule 1.150, court proceedings shall not be photographed, recorded, or broadcast.

I have read the provisions of this form and Local Rule 10.24, regarding video appearance requirements, as well as California Rules of Court, rule 3.670, and Code of Civil Procedure 367.3 for related telephonic appearance requirements.

Date: \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

CS0027  
 Superior Court of California, County of Placer  
 Roseville, CA 95672  
 Effective 03/04/21 CS0026-00000000  
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SUPERIOR COURT OF THE STATE OF CALIFORNIA, COUNTY OF PLACER

<p><b>ATTORNEY FOR PARTY WITHOUT ATTORNEY</b> (Name, State Bar Number, and Address)</p>  <p><b>TELEPHONE NO.:</b> FAX NO.: EMAIL ADDRESS:</p> <p><b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLACER</b></p> <p><input type="checkbox"/> 10820 Justice Center Drive P.O. Box 619072 Roseville, CA 95661-9072</p> <p><input type="checkbox"/> 2501 N. Lake Blvd. P.O. Box 5469 Tahoe City, CA 96145</p> <p><b>PETITIONER:</b></p> <p><b>RESPONDENT:</b></p>	<p><b>FOR COURT USE ONLY</b></p>           <p><b>CASE NUMBER:</b></p>		
<p><b>NOTICE OF INTENT TO APPEAR BY VIDEO</b></p>			
<p><b>TYPE OF HEARING:</b></p>	<p><b>DATE:</b></p>	<p><b>TIME:</b></p>	<p><b>DEPT:</b></p>
<p>1. I am the <input type="checkbox"/> petitioner <input type="checkbox"/> defendant <input type="checkbox"/> other (name): _____</p> <p>2. I request the court to allow me to appear by video from the following email address: _____</p> <p>3. I request to appear by video for the following reason: _____</p> <p>_____</p> <p>4. Evidence sharing online for video appearances is currently allowed in Small Claims and Unlawful Detainer. I understand that I have the opportunity to upload and/or scan exhibits up until one hour before my hearing. I understand that a computer is necessary for this.</p> <p>5. In some situations, a Temporary Judge or Commissioner will hear a case. Depending on my case type, the court will ask me to stipulate to the Temporary Judge or Commissioner hearing my case. In these situations, I may receive a Stipulation Paragraph. If I am appearing remotely, I will receive an email from SignNow with the request.</p> <p>6. I understand that the court, in its discretion, may decide to terminate the video appearance if it determines during the hearing that I am not available at the calendar call or delay due to disruption, noise, misconduct, a communication problem, a technical problem, or other issue.</p> <p>7. I understand the court may decide at any time to require a personal appearance and continue the hearing.</p> <p>8. I assume the risk of court, time, delay, repeated telephone calls, technical failures, a wrong number, and/or other issues that may arise out of this video appearance.</p> <p>9. I understand that except as provided in California Rules of Court, rule 1.130, court proceedings shall not be photographed, recorded, or broadcast.</p> <p>I have read the advancements of this form and Local Rule 10.24, regarding video appearances requirements, as well as California Rules of Court, rule 3.670, and Code of Civil Procedure 367.5 the related telephone appearance requirements.</p>			
<p>Date: _____</p>			
<p align="center"><b>PRINTED NAME</b></p>		<p align="center"><b>SIGNATURE</b></p>	

DEWALT  
Placer Superior Court, County of Placer  
Form No. PL-CC-012  
Revised 03/2021

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<b>Case Type</b>	<b>File PV-CV012 By:</b>
Small Claims	15 days before hearing
Unlawful Detainer	10 days before hearing

- If they **object** to your video appearance, you must appear in person.
- If they **do not object** to your video appearance, you may then schedule a video appearance online.

**See page 4** of this information packet.

[www.placer.courts.ca.gov](http://www.placer.courts.ca.gov)  
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## IF YOU ARE NOTIFIED THAT THE OTHER PARTY INTENDS TO APPEAR BY VIDEO

You may use form PL-CV013 to respond to the other party's request to appear by video. **If you do not return the PL-CV013, the hearing will proceed and the court will expect the other party to appear by video and that you will appear in person.** It is important to know:

1. By responding to the packet you received, you are indicating whether you object or do not object to the other party appearing by video. If you object, you must give the court a reason.
2. You also have the opportunity to appear by video. You can inform the court and the other party of your appearance by video using form PL-CV013. Please see the prior section on appearing by video for important advisements and information. You **do not** need to submit a PL-CV012 if you are indicating you will appear by video via form PL-CV013.
3. Evidence sharing **requires access to the internet, an email address, and a proficiency in technology** to view and/or upload exhibits.
4. You will be asked to list any witnesses who were not subpoenaed and will be appearing by video. **Witnesses who have been subpoenaed are required to appear in person.** See Code of Civil Procedure, section 2064.
5. It is required for the party appearing by video to be in an **indoor location with limited background noise and distractions**, and have a **clear audio and video** stream. The court can, at any time, terminate the video because of a delay due to disruption, noise, misconduct, communication problems, technical problems, or another issue.
6. If the video appearance is terminated, the court may continue the hearing and require a personal appearance for the next hearing. You will need to bring any exhibits you may have uploaded to the court for that hearing.
7. Photography, recording, and broadcasting, except as provided in Cal. Rules of Court, rule 1.150, is prohibited. Your video appearance is not recorded or saved by the court.

SUPERIOR COURT OF THE STATE OF CALIFORNIA, COUNTY OF PLACER

<p><b>ATTORNEY OR PARTY WITHOUT ATTORNEY</b> (Name, State Bar Number, and Address):</p> <p>TELEPHONE NO.: FAX NO.: EMAIL ADDRESS:</p> <p><b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLACER</b></p> <p><input type="checkbox"/> 10820 Justice Center Drive P.O. Box 619072 Roseville, CA 95661-9072</p> <p><input type="checkbox"/> 2501 N. Lake Blvd. P.O. Box 5669 Yuba City, CA 96145</p> <p>PETITIONER: RESPONDENT:</p> <p><b>RESPONSE: NOTICE OF INTENT TO APPEAR BY VIDEO</b></p> <p>TYPE OF HEARING: DATE: TIME: DEPT:</p>	<p><b>FOR COURT USE ONLY</b></p> <p>CASE NUMBER:</p>
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1. I am the ☐ petitioner ☐ defendant ☐ other (name):

2. I understand that the other party has requested to appear by video. I:  
☐ Do not object  
☐ Object for the following reason:

3. I understand I have the option to also appear by video. I will:  
☐ Appear in person ☐ Appear by video from the following email address:

4. Evidence sharing online for video appearances is currently allowed in Small Claims and Unlawful Detainer. I understand that if I appear remotely, I will have to upload evidence in the days leading up to the hearing. If I appear in person, I will have to arrive early to the court to upload my evidence for viewing.

5. In some situations, a Temporary Judge or Commissioner will hear a case. Depending on my case type, the court will ask me to stipulate to the Temporary Judge or Commissioner hearing my case. In these situations, I may receive a Stipulation Request. If I am appearing remotely, I will receive an email from SignNow with the request.

6. I understand that the court, in its discretion, may decide to terminate the video appearance if it determines during the hearing that I or the other party am not available or the calendar call or delay due to disruption, noise, misconduct, a communication problem, a technical problem, or other issue.

7. I understand the court may decide at any time to require a personal appearance and continue the hearing.

8. I understand that except as provided in California Rules of Court, rule 1.150, court proceedings shall not be photographed, recorded, or broadcast.

I have read the advisements of this form and Local Rule 10.24, regarding video appearance requirements, as well as California Rules of Court, rule 3.670, and Code of Civil Procedure 367.5 for related telephonic appearance requirements.

Date: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

CS0007  
Superior Court of California, County of Placer  
Form No. PL-CV013  
Effective 03/01/2021 www.courtscs.ca.gov  
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If you are responding to the request for video appearance, the deadlines are as follows:

Case Type	File PV-CV013 By:
Small Claims	10 days before hearing
Unlawful Detainer	6 days before hearing

You may submit form PL-CV013 to the court and notice the initiating party. **See the Small Claims or Unlawful Detainer packet for how.**

## SCHEDULING YOUR VIDEO APPEARANCE

If the other party does not object to your video appearance, you must **schedule the video appearance with the court** via the court's online scheduling website **at least 4 days before your hearing**. To do this:

1. Click the link on the Remote Appearances page on the court's website (*Schedule Now*).
2. Select *Schedule an appearance*. **You will have to sign in or make an account.**
3. Enter your case number and select *Proceed to Step 2*.
4. Complete each field following.
5. **If you are uploading evidence in your case, you must create a scheduled event before you can add evidence.**

## TWO TO THREE DAYS BEFORE YOUR HEARING

Cases may be heard by a Commissioner. In certain case types, consent is needed and the Court will send you a Stipulation to Commissioner through SignNow. If you do not respond by noon the day before your hearing, a Commissioner will hear your case.

- If you are appearing remotely, you will receive an email from SignNow with this request. **This may be sent to your Spam folder**, so be sure look for an email in the days leading up to your hearing.
- If you sign the Stipulation and save it on the website, the document will be sent back to the court through SignNow. **You do not need to bring it to court or serve it on the other party.** If you do not notify the court that you do not stipulate, **it is assumed you agree.**
- The document should be sent back to the court **no later than 12 PM the day before your hearing.**
- If you choose not to stipulate to the Commissioner, you must file a written notice of non-stipulation with the court.

If you are appearing in person and the other party is remote, a stipulation will be printed for you to sign.

## ON THE DAY OF YOUR HEARING

Follow the URL provided in your confirmation email. You will be automatically connected to the conference at the time of your hearing. Here is an example:

### Virtual Appearances Scheduled

	Event Date & Time	Dept	Case Number	Event Description	Amount Paid	Conference ID*	Conference PIN
	1/15/2019 2:30 PM	D201	S-DR-0000001	Court Trial: Short Cause	\$97.00	<a href="#">17215213</a>	2918

URL

You will need one of the following:

- **A computer** (Microsoft, Apple, Dell, etc.) running Chrome version 54 or above, a webcam and a microphone.
- **An iPhone or iPad** running Safari version 12 or above.
- **An Android phone or tablet** running Chrome version 57 or above.
- Headphones and a charger are recommended for all options.

As cellular data as it may cause quality issue, **use a wired connection with your computer and connect your phone or tablet to Wi-Fi.**

## REMINDERS

- When you first join the call, you may be put on hold until the hearing begins. This does not mean an error has occurred. The clerk will know when you join.
- You should be in a quiet, indoor location.
- See the Court's Remote Appearances FAQ Page for more details.

## SUBMITTING EVIDENCE FOR VIDEO APPEARANCES

In Small Claims and Unlawful Detainer cases, evidence you are bringing to the court must be shown to the other party before the hearing or trial begins. **If you or the other party is appearing by video, you have the opportunity to submit evidence online prior to your hearing.** Because both parties will not be in the courtroom to share evidence the day of the hearing, any evidence must be uploaded to the scheduling site. **The option to upload exhibits will cut off one hour before the hearing.**

Note that appearing remotely may not be effective if you have physical evidence (ex: Posters, Signs, Carpets) to submit to the court. **The following document types can be uploaded** (max: 50 MB):

- |         |         |        |        |        |
|---------|---------|--------|--------|--------|
| ➤ .doc  | ➤ .xlsx | ➤ .png | ➤ .avi | ➤ .mp4 |
| ➤ .docx | ➤ .jpg  | ➤ .wav | ➤ .flv | ➤ .mov |
| ➤ .xls  | ➤ .jpeg | ➤ .pdf | ➤ .wmv |        |

The court is taking precautionary steps to protect against files that are potentially infected with viruses. However, please ensure you have proper security to protect your computer. By participating in the Evidence Sharing System, you assume all risks associated with the use of this site and the download of the other parties' exhibits.

## UPLOADING EVIDENCE

**When appearing remotely, the steps for uploading evidence are as follows:**

1. Open VCourt Remote Appearances link.
2. Click on *VCourt Evidence*.
3. You will need to sign in at this time. If you do not have an account, you can create one from the sign-in screen. An authentication code will be sent to your email. Please use the same email you provided on the form you submitted to the court.
4. Open your case: If you have previously uploaded evidence to your case, your case will appear in the *Current Cases* box. If you have not, click on *Find a case not listed* and enter your case number. If there is an event that qualifies for remote appearances and evidence sharing, your case will appear.
5. Click on your name: this is your "folder". Once you become the owner of this folder, you are the only person who can edit it. Do not claim ownership of the other party's folder.
  - If names appear confidential (ex: Case Party 1, Case Party 2), contact the court at [postmasters@placerco.org](mailto:postmasters@placerco.org) or 916-408-6000.
6. If you would like to delegate access to your folder to someone else, click on *Manage Delegates* in the bottom right corner. Select *Add Delegate* and enter their email.
7. To upload files, select the *Upload Files* button. Select the *Choose a file* text within the blue box.

**If you are appearing in person and the other party is appearing remotely,** you may upload evidence the days leading up to the hearing or when you arrive to the courthouse. If you are uploading at the court, the clerk will direct you to a scanning station. You:

1. Create folder on desktop with your name (name should be easy to locate when uploading).
2. Scan all documents into named folder.
3. Follow directions for uploading evidence for appearing remotely.

## VIEWING EVIDENCE

**Evidence can be viewed one hour before hearing, when uploading capabilities are turned off, by:**

1. Open your case as done before for uploading evidence.
2. You can now see your folder, the other party's folder, and the court's *Admitted* folder.
3. Review the other party's documents.
4. The Court's *Admitted* folder will be updated during the hearing as evidence is submitted.

**If the other party in your case is appearing remotely, the court will provide a device to view exhibits.**